United Nations ST/AI/2005/7

Secretariat

27 June 2005

Administrative instruction amending administrative instruction ST/AI/2000/20

Official travel

1. Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, the Under-Secretary-General for Management amends administrative instruction ST/AI/2000/20, entitled "Official travel", by replacing section 3.2 with the following:

3.2 Official travel is further regulated as follows:

(a) Official travel by senior officials at the Under-Secretary-General level and by heads of mission in the field shall be reported to the Executive Office of the Secretary-General on a quarterly basis, using form SG.33. The report shall include the following:

(i) The anticipated dates to be spent away from the duty station for the next three months, including dates of travel;

(ii) The actual dates spent away from the duty station during the previous three months, including dates of travel;

(b) Twice a year, in January and July, the amount of United Nations funds spent on official travel during the preceding six-month period shall be reported to the Executive Office of the Secretary-General. Wherever feasible, Under-Secretaries-General and heads of mission shall inform the local United Nations office or mission of their presence;

(c) To the extent possible, senior officials should avoid attending the same event;

(d) Travel undertaken by senior officials at the Assistant Secretary-General level shall be authorized by their respective heads of department.

2. The present instruction shall enter into force on 1 July 2005.

(*Signed*) Christopher B. **Burnham**
Under-Secretary-General for Management

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